



CITY OF HOUSTON

Job Posting

BJW

Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

All PERSONS INTERESTED

DIVISION MANAGER

PN# 107101

PARKS AND RECREATION

RECREATION DIVISION

ADAPTIVE RECREATION

2999 SO. WAYSIDE

M-F 8:30 A.M. TO 5:30 P.M.*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

This Division Manager will report directly to the Deputy Director of Recreation and Wellness. Responsible for the creation, development, and promotion of Recreation programs for people (youth and adult) with physical disabilities. Act as Parks Department’s liaison to the disabled community and related organizations. Serve on the Recreation and Wellness Leadership Team to promote sensitivity of the disabled population throughout the department and the city as a whole. Develop a philosophy of service delivery and assume complete administrative responsibility for programs, services, staff, facilities, fiscal reporting/accountability, record keeping and policy monitoring. Evaluate staff and programs and work with staff to ensure responsive, relevant, high quality programming in each area. Assist in budgetary forecasting, program planning, and financial management. Supervise, train, motivate, and evaluate Managers and Supervisors in the section. Perform other duties as assigned.

WORKING CONDITIONS

The position is physically comfortable, the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor’s degree in Business Administration, Accounting, Engineering, Recreation, Therapeutic Recreation or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Seven (7) years of experience closely related to the activities of the division are required, with at least three of the years in a supervisory capacity. A Master’s degree in Business Administration, Public Administration or a field closely related to the activities of the division may be substituted for two years of experience. Directly related professional experience may be substituted for the education requirement on a year for year basis.

MINIMUM LICENSE REQUIREMENTS

Must have a valid Texas Driver’s License and comply with the City of Houston’s policy on driving (AP 2-2).

PREFERENCES

Preference will be given to applicants with a current Therapeutic Recreation Specialist Certificate from the National Council for Therapeutic Recreation Certification System and extensive related experience working with Adaptive Recreation programs.

SELECTION/SKILLS TESTS REQUIRED NONE

SAFETY IMPACT POSITION ☒ YES ☐ NO

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 29
\$1,885- \$2,639 Biweekly \$49,010 - \$68,614 Annually

OPENING DATE October 12, 2005

CLOSING DATE Open Until Filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Telephone Device for the Deaf (TDD) Phone Number (713) 837-9496.

An equal opportunity employer